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28 MAR 1977

Executive Registry  
17-3597/-

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service

FROM : F. W. M. Jarney  
Director of Personnel

SUBJECT : Partial Hiring Freeze Until New Ceilings  
Are Established

REFERENCES : (a) Presidential Memorandum for Heads of Executive  
Departments and Agencies dtd 1 Mar 77  
(b) OMB Bulletin No. 77-7 dtd 3 Mar 77; subject:  
Limitation on Hiring and Revision of  
Employment Ceilings

1. On the basis of the references, the Agency's ceiling is temporarily limited to the on-duty strength as of 28 February 1977. According to the strength report for 28 February 1977, the Agency was 78 below our previously authorized ceiling [redacted] This shortfall is not replaceable during the period of the partial freeze. OMB will work out with the agencies new ceilings for FY 1977 and 1978 by "early April." Once new ceilings are established, the current limitations on hiring will be withdrawn; but agencies will be required to develop target levels for full-time permanent and total employment as of 30 June 1977 and 31 March 1978. These targets will be submitted to OMB no later than 22 April 1977. Once agreed upon, these targets will be treated as employment ceilings against which Agency efforts to reach the new year-end ceilings will be measured.

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2. Under the guidance, 75 percent of the vacancies occurring during the period before the imposition of new ceilings in April may be filled. The following figures show past experience for staff and contract separations (ceiling count personnel only):

	March	April
FY 1975	87	107
FY 1976	77	65
Projection FY 1977 (estimate)	80	80

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1-8

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Application of the guidelines to the projection implies that 60 may enter on duty (EOD) during March 1977 and, should the freeze continue through April, another 60 that month.

3. The OMB guidance gives priority to hiring those applicants to whom EOD commitments were made before 1 March. Should this produce more hiring than allowed under the 75 percent rule, the necessary exemption would be made to allow it. In the case of the Agency, at the present time firm commitments have been made to 52 applicants for March entrance on duty, leaving a reserve of eight for priority needs.

4. Should the partial hiring freeze persist into April, the Office of Personnel anticipates establishing EOD dates as follows:

a. Clerical. Twenty EOD's, with first priority to typists and second priority to stenographers.

b. Professional/Technical. Forty EOD's with priority to:

(1) those with EOD dates set in February for April;

(2) minorities;

(3) those cleared and contacted in February but for whom EOD dates had not been set;

(4) incoming members of the Communications class beginning 11 April 1977.

Based on our present estimate of commitments, 15 will be available for EOD in April. A large number of applicants, however, are in the pipeline, of which many may be cleared in April. Thus, it is possible that enough will be cleared that the Office of Personnel will have to allocate EOD's based on discussions establishing relative need.

5. Should March separations exceed expectation, the April EOD's would be adjusted upward according to the 75 percent rule. Conversely, should they be fewer than expected, the April EOD's would be adjusted downward.

6. As the immediate EOD's will be driven by pipeline considerations, it is to be expected that Directorates and Independent Offices may be misaligned with respect to current ceiling figures. The reallocation of any revised ceilings would have to be done in response to guidance from the Deputy Director of Central Intelligence and the Comptroller.

[Redacted Signature Box]

P. W. M. Janney /

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Attachments

THE WHITE HOUSE

WASHINGTON

MAR 1 1977

MEMORANDUM FOR

HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

One of the top priorities of this Administration is to manage the affairs of Government more efficiently. As part of this effort, we must hold Federal employment to the lowest number needed to operate effectively. Toward that end, I am imposing a limitation on the hiring of Federal civilian workers pending the establishment of revised employment ceilings.

I ask that you issue instructions limiting the number of appointments to full-time permanent positions in your agency to not more than 75 percent of the number of vacancies occurring after February 28, 1977. This limitation should be made effective at once and will remain in effect until new employment ceilings for fiscal years 1977 and 1978 have been established.

I am instructing the Office of Management and Budget and the Civil Service Commission to issue guidance on this directive. In addition, I delegate authority to the Director of the Office of Management and Budget to grant specific exceptions in a very limited number of cases, when such action is necessary to preserve the continuity of Government by assuring that essential services are provided and that fundamental needs are met.

You should make every effort to avoid requesting exceptions by making personnel reallocations within your respective agencies to meet needs of highest priority and to assure that vital and basic services are not interrupted. Contracting with firms and institutions outside the Government will not be used to alleviate the effect of this directive.

I am depending on you to give this effort your sincere support and personal attention.



JIMMY CARTER

BULLETIN NO. 77-7

March 3, 1977

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limitation on hiring and revision of employment ceilings

1. Purpose. This Bulletin provides guidance with respect to the limitation on hiring ordered by the President in his memorandum of March 1, 1977. This guidance is issued pending establishment of new employment ceilings for full-time permanent and total Federal civilian employment for fiscal years 1977 and 1978. It also provides instructions for appeals in a limited number of situations where exceptions to the hiring limitation may be granted.

2. Background. In a recent fireside talk to the American people, President Carter reaffirmed his Administration's commitment to reform and reorganize the Federal Government and to bring its growth under control. As part of this effort, he promised to put a ceiling on the number of Federal employees.

In his memorandum of March 1, the President stated that, preparatory to establishing new employment ceilings, a thorough evaluation of personnel requirements would be made to determine the lowest number needed to operate the Government effectively. In the interim, the President has ordered that a limitation on hiring be imposed so as to maximize this Administration's flexibility in meeting personnel requirements within the new ceilings. This procedure accepts the consensus of the advice submitted by the Cabinet in response to the President's February 11 request for views on alternative employment control systems.

3. Limitation on hiring. Pursuant to the President's memorandum, each agency will establish controls to limit the number of appointments to full-time permanent positions to not more than 75 percent of the number of its vacancies occurring after February 28, 1977 (i.e., agency full-time permanent hiring is restricted to on board strength as of

February 28, 1977, less 25% of vacancies occurring thereafter).

Except for the exemptions listed below, this limitation applies to all new hires of Federal civilian personnel and to transfers of personnel between Executive Branch agencies. The limitation is effective immediately and will remain in effect until new employment ceilings have been established for fiscal years 1977 and 1978.

Where necessary, personnel reallocations should be made within agencies to meet needs of highest priority and to assure that vital and basic services are not interrupted. Contracting with firms and institutions outside the Government will not be used to alleviate the effect of this limitation. Nor will persons be hired on a part-time or temporary basis as a substitute for full-time permanent employees.

4. Standard exemptions. To preserve the continuity of Government, the following exemptions to the limitation on hiring are permitted:

a. at the discretion of the agency head, hiring necessitated by emergency situations involving the safety of human life and protection of property,

b. filling of positions under programs that are presently exempt from employment ceilings,

c. hiring for positions required to be filled under specific provisions explicitly stated in law (This does not include interpretations of laws, e.g., appropriation acts, that do not contain requirements for specific employment levels.),

d. hiring in accordance with firm commitments made in writing by agency personnel officers, prior to the effective date of the limitation,

e. hiring by the U.S. Postal Service,

f. reassignments of personnel within an agency,

g. executive level appointments,

h. appointments to positions of a confidential or policy-making character (established under Schedule "C" or as "noncareer executives" by the Civil Service Commission),

i. shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization action, and

j. hiring of employees who receive no compensation (if otherwise permitted in law).

5. Appeal of hiring limitation. In a very limited number of cases, additional exemptions may be granted if the Office of Management and Budget (OMB) determines that such action is necessary to preserve the continuity of Government by assuring that essential services are provided and that fundamental needs are met. When an agency head believes that circumstances in an agency warrant such an exception, an appeal may be made in writing to the Director of the OMB fully justifying the need for additional personnel and explaining why intra-agency reallocation is not feasible.

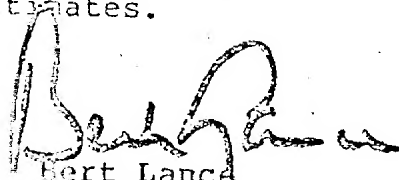
6. Revision of employment ceilings. As is noted above, in his March 1 memorandum, President Carter stated that existing employment ceilings for 1977 and 1978 will be re-evaluated to determine the lowest number needed to operate the Government efficiently and effectively. OMB will undertake this re-evaluation jointly with the agencies. Informal discussions between OMB and the agencies will be initiated as soon as possible. It is anticipated that this review will be completed and that agencies will be advised of their new ceilings by early April. At that time, the Government-wide limitation on hiring will be withdrawn.

To ensure compliance with the new ceilings and to permit some flexibility in seasonal hiring, agencies will develop target levels for full-time permanent and total employment as of June 30, 1977 and March 31, 1978. These targets will be submitted to OMB no later than Friday, April 22, 1977. Once agreed upon, they will be treated as employment ceilings against which agency efforts to reach the new year-end ceilings will be measured.

Any reductions in current employment levels will be achieved through attrition. Thus, some agencies may have to continue to curtail hiring once the Government-wide limitation has been withdrawn in order to comply with new employment ceilings.

7. Effective dates. The instructions in this Bulletin are effective at once and will remain in effect until September 30, 1978.

8. Inquiries. Questions regarding the instructions in this Bulletin will be addressed to the OMB representatives in charge of the agency's budget estimates.



Bert Lance  
Director

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Partial Hiring Freeze Until New Ceilings are Established

FROM

[Redacted]

Administrative Officer, DCI

EXTENSION

NO.

STAT

DATE

24 March 1977

Executive 3-STAT

77-35973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Secretary

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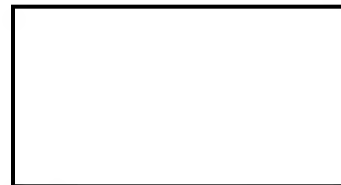
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15.

The attached is provided for your information. At this time it is not yet known what the impact of this will be on the DCI Area and your office. We are awaiting further guidance from the Comptroller.



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Distribution:

Executive Secretary  
 OGC  
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 OIG  
 Audit Staff  
 EEO  
 COMP

EXECUTIVE SECRETARY

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